

Appendix 3: Integration Scheme changes (summary)

Section	Ref	Original version	Revised version
Local Governance Arrangements	2.9	At the first meeting of the Integration Joint Board it will elect a Chairperson and Vice Chairperson from the voting membership of the Integration Joint Board. The Chair and Vice–Chair posts shall rotate annually between Borders Health Board and Scottish Borders Council, with the Chair being from one body and the Vice-Chair from the other. The first Chair of the Integration Joint Board will be from Scottish Borders Council.	At the first meeting of the Integration Joint Board it elected a Chairperson and Vice Chairperson from the voting membership of the Integration Joint Board.
Local Governance Arrangements	2.10	The initial appointment of the Chair and Vice Chair will be for a period of 12 months.	The Chair and Vice–Chair posts rotate on a three year basis between Borders Health Board and Scottish Borders Council, with the Chair being from one body and the Vice-Chair from the other.
Local Governance Arrangements	2.11	The terms of office for the Chair and Vice Chair shall rotate on a three year basis.	Removed.
Targets and Performance Management	4.6.7	The performance management framework will be in place by the end of March 2016.	Removed.
Corporate Services Support	4.7.1	With regard to corporate services support, Scottish Borders Council and Borders Health Board will by the end of March 2016, have: <ul style="list-style-type: none"> • identified the corporate resources used to deliver the delegated functions; • agreed the corporate support services required to fully discharge Integration Joint Board duties under the Act. 	With regard to corporate services support, Scottish Borders Council and Borders Health Board have: <ul style="list-style-type: none"> • identified the corporate resources used to deliver the delegated functions; • agreed the corporate support services required to fully discharge Integration Joint Board duties under the Act.
Corporate Services Support	4.7.2	These support services will include, but not be limited to:- <ul style="list-style-type: none"> • Finance (including capital planning) • HR • ICT • Administrative Support • Committee Services • Internal Audit • Performance Management 	These support services include, but are not limited to:- <ul style="list-style-type: none"> • Finance (including capital planning) • HR • ICT • Administrative Support • Committee Services • Internal Audit

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		<ul style="list-style-type: none"> • Risk • Insurance 	<ul style="list-style-type: none"> • Performance Management • Risk • Insurance
Corporate Services Support	4.7.3	By end of March 2016, agreements specifying the associated support services will be in place. These agreements will be kept under review during the initial year and, thereafter, will be reviewed formally (and agreed by all parties) annually.	Arrangements are in place for the provision of appropriate Corporate support and this is kept under on-going assessment and review.
Corporate Services Support	4.7.4	In regard to support for strategic planning there will be set out local arrangements for the preparation of the strategic commissioning plan with support from Borders Health Board and Scottish Borders Council, taking into account the relevant activity and financial data covering the services, facilities and resources that relate to the Strategic Commissioning Plan. Local arrangements will be reviewed formally on an annual basis taking account of any changes to the Strategic Commissioning Plan.	In regard to support for strategic planning there will be set out local arrangements for the preparation of the strategic commissioning plan with support from Borders Health Board and Scottish Borders Council, taking into account the relevant activity and financial data covering the services, facilities and resources that relate to the Strategic Commissioning Plan. Local arrangements will be reviewed formally on an annual basis taking account of any changes to the Strategic Commissioning Plan.
Clinical and Care Governance	5.2	The Clinical Directors at Borders Health Board level (Medical Director, Director of Nursing and Director of Public Health) share accountability for clinical governance of NHS services as a responsibility/function delegated from the Chief Executive of Borders Health Board.	The Clinical Directors at Borders Health Board level (Medical Director, Director of Nursing, Midwifery & AHPs and Director of Public Health) share accountability for clinical governance of NHS services as a responsibility/function delegated from the Chief Executive of Borders Health Board.
Clinical and Care Governance	5.3	These Directors continue to hold accountability for the actions of the Borders Health Board clinical staff who deliver care through health and social care integrated services. They attend the Borders Health Board Clinical Governance Committee which oversees the clinical governance arrangements of all services delivered by health care staff employed by Borders Health Board and	These Directors continue to hold accountability for the actions of the Borders Health Board clinical staff who deliver care through health and social care integrated services. They attend the Borders Health Board Clinical Governance Committee which oversees the clinical governance arrangements of all services delivered by health

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		which in turn will provide assurance to the Integration Joint Board.	care staff employed by Borders Health Board and which in turn will provide assurance to the Integration Joint Board that it has undertaken its duties in this respect.
Clinical and Care Governance	5.5	The Integration Joint Board, and where required the Strategic Planning Group and Localities, will receive Clinical and Care Governance reports from the parties on matters relating to the delegated functions.	Clinical governance groups operating for services within the Integrated Joint Board will consider a wide range of reports within their annual work programmes relating to clinical and care governance. These groups provide formal assurance through the NHS Borders Board Clinical Governance Committee. Beyond the annual report from the Board Clinical Governance Committee to the Integrated Joint Board specific assurance can be requested on Clinical and Care Governance matters relating to the delegated functions as and when required.
Clinical and Care Governance	5.6	As part of the regular monitoring process the Integration Joint Board may, as required, also take advice from other appropriate professional forums and groups as outlined in Scottish Government guidance, including the Adult Protection Committee, Child Protection Committee (for universal children’s health services), Area Clinical Forum and Area Drug and Therapeutics Committee.	As part of the regular monitoring process the Integration Joint Board may, as required, also take advice from other appropriate professional forums and groups as outlined in Scottish Government guidance, including the Public Protection Committee (which encompasses adult and child protection activity and assurance across the partnership), Area Drug and Therapeutics Committee and Area Clinical Forum (ACF) or specific professional advisory groups under the ACF structure.
Clinical and Care Governance	5.7	The appropriate appointed Clinical Directors at Borders Health Board level (Medical Director, Director of Nursing and Director of Public Health) will support the Chief Officer and the Integration Joint Board in the manner they support Borders Health Board for the range of their responsibilities.	The appropriate appointed Clinical Directors at Borders Health Board level (Medical Director, Director of Nursing, Midwifery & AHPs and Director of Public Health) will support the Chief Officer and the Integration Joint Board in the manner they support Borders

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			Health Board for the range of their responsibilities.
Workforce	7.1	Borders Health Board and Scottish Borders Council will jointly develop and put in place for their employees delivering integrated services, by the end of March 2016, a Joint Organisational Development Plan (which will cover the learning and development of staff and the development of an effective collaborative culture) and an outline Workforce Plan (to support the implementation of the strategic commissioning plan).	Borders Health Board and Scottish Borders Council will jointly develop and put in place for their employees delivering integrated services, a Joint Organisational Development Plan (which will cover the learning and development of staff and the development of an effective collaborative culture) and an outline Workforce Plan (to support the implementation of the strategic commissioning plan).
Participation and Engagement	9.2	Staff and practitioner events were held from October 2014 to January 2015. Engagement events took place in February 2015 in all 5 localities in Scottish Borders. The consultation over the Scheme of Integration was launched on 22 December 2014 (closing on 13 March 2015 – 12 week statutory consultation period) with a press release and emails to all identified stakeholders. The Draft Scheme of Integration was posted on both the Scottish Borders Council and Borders Health Board websites along with details of how people could respond or provide their comments and feedback. This included electronic forms and an email address as well as telephone and postal address.	Removed.
Participation and Engagement	9.3	Feedback from all of the above has been used to inform the final Scheme of Integration.	Feedback from all of the above has been used to inform the refresh of the Scheme of Integration.
Participation and Engagement	9.4	There are national standards for community engagement and participation which underpin how Scottish Borders Council and Borders Health Board operate. A framework has been developed to take into account these requirements, specifically Scottish Government Planning Advice note 2010 and CEL 4(2010) 'Informing, engaging	There are national standards for community engagement and participation which underpin how Scottish Borders Council and Borders Health Board operate.

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		and consulting people in developing health and community care services’.	
Participation and Engagement	9.5	Communication and Engagement is vital to the success of integrated services and the reputation of all partners involved. The Parties will support the Integration Joint Board to develop a Communications and Engagement Plan that incorporates the continuing role of the Strategic Planning Group in the development, review and renewal of the Strategic Commissioning Plan. To do this, the Parties will provide appropriate resources and support to develop both a Communications Strategy and supporting action plan. The Strategy will ensure that Communications and Engagement/co-production is effectively linked to the role of the Strategic Planning Group. The Strategy and first iteration of the Communication and Engagement Plan will be in place by April 2016.	Timely and effective communications and engagement is a key component in the development, review and renewal of the Strategic Commissioning Plan. A communications and engagement strategy and action plan should be developed, in conjunction with the Strategic Planning Group to support this work.
Information Sharing	10.14	The Public Records (Scotland) Act: Both parties are scheduled Public Authorities under the Public Records (Scotland) Act and have a duty to create and have approved a records management plan. The Integration Joint Board will become a body under the duties of the Act and will comply with the requirements of the Act. Reference to information management procedures of the integrated service will be recorded in both plans, including information sharing and other record keeping arrangements and duties that pertain to services contracted out to third party service providers or external agencies will also be included.	The Public Records (Scotland) Act: Both parties are scheduled Public Authorities under the Public Records (Scotland) Act and have a duty to create and have approved a records management plan. The Integration Joint Board also has a records management plan in compliance with the requirements of the Act. Reference to information management procedures of the integrated service will be recorded in both parties plans, including information sharing and other record keeping arrangements and duties that pertain to services contracted out to third party service providers or external agencies will also be included.
Information Sharing	10.20	Where an FOI relates to a joint service, the receiving organisation will forward the FOI to the relevant Service Manager who will provide the requested	Where an FOI relates to a joint service, the receiving organisation will forward the FOI to the relevant Service Manager who will

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		<p>information on behalf of both organisations. The receiving organisation will undertake the progress monitoring, responsibility for redacting, quality checking and responding to the applicant. A list of services that are in scope for Integration and their Managers will be developed and shared between the two organisations. All FOI's that relate to integrated services will be signed off by the Chief Officer.</p>	<p>provide the requested information on behalf of both organisations. The receiving organisation will undertake the progress monitoring, responsibility for redacting, quality checking and responding to the applicant. A list of services that are in scope for Integration will be shared between the two organisations. All FOI's that relate to integrated services will be signed off by the Chief Officer.</p>
Risk Management	13.1	<p>The Corporate Risk functions in Borders Health Board and Scottish Borders Council will support the Chief Officer to develop a risk management strategy by the end of March 2016. In the context of the risk management strategy the initial list of risks to be reported will be outlined in the first formal meeting of the Integration Joint Board from 1 April 2016.</p>	Removed.
Risk Management	13.2	<p>The risk management strategy will include: risk monitoring and risk management framework; the integrated management risk register; and the strategic risk register.</p>	<p>The risk management strategy will include: risk monitoring, risk management framework and the strategic risk register.</p>
Appendix of Documents	1	<p>Integration Joint Board Governance Arrangements The Integration Joint Board may establish its own Audit Committee. The chairs of all 3 Audit Committees would, in such circumstances, (Borders Health Board, Scottish Borders Council and the Integration Joint Board) be expected to work in an integrated way.</p>	<p>Integration Joint Board Governance Arrangements The Integration Joint Board has established its own Audit Committee.</p>